

FORMAL ACKNOWLEDGEMENT OF 2011 - 2012 HANDBOOK & NOTIFICATIONS

RECEIPT AND REVIEW

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2010 – 2011 KIPP DC Parent and Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook,

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, KIPP DC policies, regulations and guidelines.

We are aware that KIPP DC reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook. We are also aware that the 2011 -2012 student handbook is accessible online at www.kippdc.org, and that any changes or updates to this handbook will be posted on the KIPP DC website.

Directions for return of this form throughout the 2011 - 2012 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page to homeroom teacher by September 2, 2011. New and transfer students registering after the start of the 2011 -2012 school year must return this acknowledgement page within one week after receipt.

Student Name: _____

Student Grade: _____

Student School: _____

Parent Name: _____

Parent Signature: _____

Date: _____

KIPP DC: Parent / Student Handbook

School Year 2011 – 2012

**Snow & Emergency Info Phone Number
202-253-6921**

Safety, Order, and Student Discipline

Safety, order and student discipline are fundamental to learning at KIPP DC. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. It is the policy of KIPP DC that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students. KIPP DC will apply a "zero tolerance policy" regarding discipline for certain infractions, including but not limited to the following: fighting; classroom distractions; possessing, using, or threatening to use weapons; or the unlawful possession, use or distribution of drugs by KIPP DC students on school properties or at any school sponsored or supervised activity.

Students will be subject to disciplinary action if they engage in prohibited conduct either while on school property, while attending any school-sponsored activity, or while in transit going to or returning from a KIPP DC campus, whether on foot, or via train, bus, or car. Such disciplinary action may include but not be limited to the following measures: suspension, expulsion, and/or exclusion from school and all school sponsored activities. Students may also be disciplined for conduct committed away from school property and outside school hours if, for example, the conduct is detrimental to the best interests of KIPP DC, adversely affects overall school discipline, and/or results in a criminal charge or conviction. KIPP DC shall provide a fair and consistent approach to student discipline, within the context of students' rights and responsibilities.

Defining School Procedures

All students, teachers, and parents will sign the KIPP DC *Commitment to Excellence Contract* and the KIPP DC *Non-Negotiable Expectations*. By doing so the children, parents and teachers are clear on the expectations of the school before the school year begins. The KIPP Orientation Team (KOT) take the KIPP DC *Commitment to Excellence Contract* and the *Non-Negotiable Expectations* to the homes of the newly enrolled students to explain the expectations of the school, face to face, prior to the opening of school. The students and parents will have ample time to ask questions of the teachers about the high expectations at KIPP DC and discuss plans for meeting those expectations. If a child enrolls after the school year has begun or is a sibling of a current KIPP DC student, the KOT may be conducted at the school instead of in the home.

Summer school classes focus heavily on acclimating students and parents to school procedures, values, and discipline. During the regular school year, students attend a KIPP class that is taught by a Principal and is focused on issues relating to discipline, organization, school values, and school procedures.

Expectations for Time on Task

KIPP DC does not tolerate classroom distractions because of its belief that one or two students should not be permitted to hold back an entire class. During the summer, we will introduce the students to a zero tolerance policy on classroom disruptions. If students are being disruptive or are off-task, they will be subject to the disciplinary actions listed below. The faculty and families should expect to have parent conferences regularly during the school year as children become familiar with KIPP DC procedures.

In-class discipline

KIPP DC will adhere to the *Commitment to Excellence Contract* and the *Non-Negotiable Expectations* as guidelines for in-class learning and behavior expectations. Alternative disciplinary actions (i.e. actions other than benching, suspension, expulsion, etc.) can include, but are not limited to:

- Exclusion from non-core classes
- Sent to the office
- Calling parents/guardians
- Administrator/Parent/Student conference
- Administrator/Student conference
- Behavior Plan
- Before or after school detention
- Alternative volunteer service (e.g., soup kitchens, shelters)
- Behavior/Academic contract
- Cafeteria duty
- Community Conferencing/Restorative Justice
- Counselor/Parent conference
- Counselor/Student conference
- Counselor/Teacher conference
- Grade Level Switch
- Guidance/Counselor referral
- Homeroom Switch
- In-School work detail
- In-School suspension
- Loss of Incentives
- Lunch detention
- Parent Shadowing
- Peer Mediation
- Referral to the Pupil Personnel Worker
- Referral to the SST
- Reflective essay (topic to be selected by teacher or administrator)
- Reprimands and Warnings
- Restriction of participation in after school and/or extracurricular activities
- Saturday School
- Schedule adjustment(s) – Including late arrival or early dismissal
- Time Outs
- Teacher/Parent conference (e-mail, letter, telephone)
- Teacher/Student conference

In addition, students may be subject to any of the disciplinary actions listed below if it is determined that they committed any of the infractions in the section titled, “Disciplinary Infractions”.

In-School Suspension and / or the Bench

In School Suspension and / or the Bench is used when a child continues to misbehave or disregards the expectations outlined in the *Commitment to Excellence Contract* or the *Non-negotiable Expectations*. While on in-school suspension or on the Bench, we hope to remove all distractions so that the child can focus strictly on academics. The parents will be notified when the decision to invoke in-school suspension or the Bench is made. The parent/guardian will be expected to come to school for a conference within 48 hours if their child is placed on in-school suspension or on the Bench. The length of the in-school suspension or time on the Bench is directly related to the offense, whether the student has taken responsibility for their actions, and whether a parent has come up for a conference.

A student on ISS or the Bench will not be permitted to:

- Attend field trips
- Eat lunch at student tables in cafeteria
- Speak with other students during class or during free time
- Participate in recess, PE, Art, Music or Spanish class
- Earn money on their paycheck (middle schools)
- Participate in after-school sports, music, or enrichment programs

Demerit System

KIPP DC: College Prep utilizes a demerit system to help students monitor and adjust their behavior. Please see College Prep's manual for more information.

Procedures for Short Term Suspensions

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including four days.

When a student is suspended, the school shall:

Investigation

- Notify the student of the charge(s)
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- A short-term suspension shall be imposed solely at the discretion of the Principal or the Principal's Designee based on the information gathered.

Implementation

Once the Principal or Principal's Designee have determined that a short-term suspension is warranted, he/she shall proceed as follows:

- Inform the student of the suspension and the reason(s).
- Notify the parent by telephone or in person.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension, the length of the suspension, the right to appeal, and the student's right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student's cumulative folder in the school.

Right of Appeal

A parent or guardian may make a written request to the school Principal to appeal a short-term suspension within twenty-four hours of receiving notification of the suspension. The Principal will schedule the Appeal Hearing within two days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion.

If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the KIPP DC Discipline Committee, within two days of receiving the Principal's Appeal Hearing decision, stating why the suspension should be reversed or modified. The Hearing Officer will schedule the Appeal Hearing within two days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc.

The hearing will be conducted by the KIPP DC Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Discipline Committee will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion.

If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian make a written request to the KIPP DC Board of Trustees, stating why the suspension should be reversed or modified within two days of receiving the KIPP DC Discipline Committee Appeal Hearing decision. The Hearing Officer will schedule the Appeal Hearing within two days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the KIPP DC Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Board of Trustees will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the KIPP DC Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final.

Procedures for Long-Term Suspensions and Expulsions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time equal to or exceeding five school days. An expulsion is the denial to a student of the right to attend school and to take part in any school function permanently.

When a student commits an offense that is eligible for long-term suspension or expulsion, the school shall:

Investigation

- Notify the student of the charge(s)
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the disciplinary infraction, the date and time for the Suspension or Expulsion Hearing, the right to appeal the outcome of the Suspension or Expulsion Hearing, and the student's status pending the hearing. A copy of this notification is filed in the student's cumulative folder in the school.
- The Principal will schedule the Suspension or Expulsion Hearing within two days of the disciplinary infraction. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the Principal. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Principal will notify the parent or guardian of the discipline decision within 24 hours of the Suspension or Expulsion Hearing.

Implementation

Once the Principal or Principal's Designee have determined that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the student of the decision and the reason(s).
- Notify the parent by telephone or in person.
- Send written notification, within twenty-four hours of the Suspension or Expulsion Hearing to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension or expulsion, the length of the suspension, the right to appeal, and the student's right to return to school at the end of the suspension, and any conditions for that

return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student's cumulative folder in the school.

Right of Appeal

A parent or guardian may appeal the decision of long-term suspension or expulsion within two days of being notified of the long-term suspension or expulsion. The parent or guardian may make a written request to the KIPP DC Discipline Committee, stating why the suspension should be reversed or modified. The Hearing Officer will schedule the Appeal Hearing within two days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the KIPP DC Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Discipline Committee will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion.

If the suspension is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the KIPP DC Board of Trustees, stating why the suspension should be reversed or modified within two days receiving the KIPP DC Discipline Committee Appeal Hearing decision. The Hearing Officer will schedule the Appeal Hearing within two days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the KIPP DC Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The KIPP DC Board of Trustees will notify the parent or guardian of the decision within 24 hours of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the KIPP DC Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final.

Special Notes Concerning Suspension

Counting of Suspension Days

Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time.

Make Up Work for Suspension

Students who are suspended shall be offered make-up work assignment. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work. . All IDEA mandates will be followed for student with disabilities.

Participation at School and School Related Activities

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

Repeat Offenders

Students who continue to be suspended whether in-school or short or long term may be expelled from KIPP DC. Students who have been suspended 3 or more times in their entire duration at KIPP DC will be expelled.

Due Process Procedures for Students with Special Needs

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability.

This meeting will not determine the consequences issued by the school for the recent infraction, though it may inform that decision. Discipline is handled by the school administration, who will hold a separate meeting. This meeting is to determine whether recent behavior was a manifestation of the disability and to review the appropriateness of the school plan.

Infraction	Minimum Action	Maximum Action
Bomb/Facsimile Possession or Bomb Threat	Police Referral Expulsion	
Possession of a Weapon (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) including replicas, toys, and fakes	Police Referral Expulsion	
Physical Attack on a Student or Staff Member	Police Referral Expulsion	
Weapons Used to Cause Bodily Harm / Injury	Police Referral Expulsion	
Disrespect (including, but not limited to, eye-rolling, teeth , sucking, disrespectful non-verbal behaviors, gossiping, teasing, talking about mess, hurtful language, obscene language or gestures)	In Class Discipline	Suspension
Disruptive Behavior (including, but not limited to, in the classroom, hallways, lunchroom, at dismissal or drop-off, at the bus or metro stop, and while in transit to or from school)	In Class Discipline	Suspension
Dress Code Violations	In Class Discipline	Suspension
Exposed Tattoos with Racist, Sexist, or Bigoted Meanings, or Allusions to Drugs, Sex, or Violence	In Class Discipline	Suspension
Failure to Return School Documents Signed	In Class Discipline	Suspension
Insubordination (including, but not limited to, not responding to all-call clap, running away from a staff member, refusal to follow directions, refusal to identify oneself to school personnel)	In Class Discipline	Suspension
Playing in the Hallways or Bathroom	In Class Discipline	Suspension
Two Incomplete Homeworks in One Week	In Class Discipline	Suspension
Unsafe Behavior (including, but not limited to, running in the building, unsafe pedestrian behavior, talking or being disruptive during an emergency drill)	In Class Discipline	Suspension

Dishonesty/Lying to Staff Members	In Class Discipline	Expulsion
Throwing Projectiles of Any Kind	In Class Discipline	Expulsion
Abuse of or Destruction of Property/Vandalism	Restitution Suspension	Police Referral Expulsion
Academic Dishonesty/Plagiarism/Forgery	Suspension	Expulsion
Arson/Firesetting/Possession of Matches and/or Lighters or Any Other Incendiary Device	Restitution Suspension	Police Referral Expulsion
BioHazard	Suspension	Expulsion
Bullying (including Electronic Bullying)	Suspension	Expulsion
Burglary	Suspension	Police Referral Expulsion
Commit any behavior not specifically listed above which an administrator believes warrants a suspension or expulsion	Suspension	Expulsion
Computer Abuse and/or Use of Computers for Non-School Related Use, Including Viewing or Accessing Prohibited Sites	Loss of Computer Privileges Restitution Suspension	Expulsion
Contaminating the Food of Others	Suspension	Expulsion
Engage in conduct which disrupts school or classroom activities and culture, or endangers or threatens to endanger the health, safety, welfare, or morals of others, including behavior outside of the school and school day (including any behaviors that	Suspension	Expulsion
Evidence of Intent to Distribute or Distribution of Intoxicants Possession, Sale, or Use of Intoxicants (including, but not limited to alcohol, illegal drugs, prescription drugs, tobacco products)	Suspension	Police Referral Expulsion

Extortion	Suspension	Expulsion
Fight Another Student, On or Off Campus, Within or Outside the School Day	Suspension	Expulsion
Gambling	Suspension	Expulsion
Gang-Related Incidents and/or Evidence of Gang Affiliation (including, but not limited to, engaging in gang-related activities, gang-related attire, gang-related graffiti, evidence of gang-affiliation, the writing of anything gang-related)	Suspension	Police Referral Expulsion
Going to Stores or Businesses Before or After School within 1/2 Mile of the School without prior permission from the school principal (parental permission is insufficient)	Suspension	Expulsion
Hate/Violence	Suspension	Expulsion
Hazing	Suspension	Expulsion
Instigating a Fight	Suspension	Expulsion
Leaving the Classroom, School Building, School Property, or School Related or Sponsored Activity without Permission	Suspension	Expulsion
Possession of a Weapon Replica or Toy (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) including replicas, toys, and fakes	Suspension	Expulsion
Pull a False Emergency Alarm	Suspension	Expulsion
Record or Photograph Students or Staff Members without their Prior Knowledge and Consent	Suspension	Expulsion
Repeatedly Commit Minor Behavior Infractions, Which, In Aggregate, May Be Considered an Infraction Subject to Expulsion. Students who accumulate three suspensions during their time at any one KIPP DC school are subject to expulsion.	Suspension	Expulsion
Sexual Activity (Consensual)	Suspension	Expulsion

Sexual Harassment	Suspension	Expulsion
Theft/Intent to Steal/Possession of Stolen Property	Suspension	Police Referral Expulsion
Threat (Electronic, Verbal, or Written)	Suspension	Police Referral Expulsion
Trespassing (including, but not limited to, being on school grounds while school is not in session, being in unauthorized areas of the building, and use of the bathroom without permission)	Suspension	Expulsion
Truancy/Skipping Class/Skipping School	Suspension	Expulsion
Unwanted physicality (including, but not limited to, kicking, pushing, hitting, spitting, or biting)	Suspension	Expulsion
Use of Pagers, Beepers, Portable/Cellular Phones, or any other Personal Electronic Communication Device on School Property, During School Hours, or During School Functions	Suspension	Expulsion
Verbal Abuse	Suspension	Expulsion
Violate a behavior contract that stipulates expulsion for further violations	Suspension	Expulsion

KIPP DC reserves the right to take disciplinary action against students who are *present during and witness to* any of the above infractions if they do not cooperate with school administration during the course of investigation.

Dress Code

Because academics are our primary concern, we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their teammates are wearing. Listed below is our uniform policy. These items listed, plus anything that the administration feels is inappropriate or distracting, may also be added to this policy.

The uniform consists of a variety of KIPP DC shirts available for sale at cost from the school. Families may pay cash for the uniform shirts, or students can buy them from the school store with their KIPP Cash. Families that are unable to purchase KIPP DC shirts should encourage their students to buy shirts with KIPP Cash or contact the Principal.

Early Childhood, Elementary, and Middle School Dress Code

The KIPP DC Dress Code consists of the following regulations:

- A student must have a KIPP DC uniform shirt on at all times, including Saturday School.
- Only tan and khaki pants, shorts, and skirts are permitted. (For Preschool, elastic waistbands are required.)
- Belts **must** be worn if there are belt loops on the student's pants, shorts, or skirts.
- All KIPP DC shirts must be fully tucked in (fully tucked in means the belt or the waist-band is visible).
- All pants, skirts and shorts must be an appropriate size and fit.
- Students need to wear comfortable shoes, preferably sneakers or tennis shoes. Shoes must be tied at all times. (For Preschool, Velcro is required, no shoestrings.)
- Skirts and shorts must be worn no more than two inches above the knee.

Students may **not** wear the following;

- Jeans/Denim of any color.
- Pants, shorts or skirts that are not tan or khaki.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts, or undershirts that have patterns, lace, polka dots, stripes, holes, or words.
- Pants that are made of spandex, Lycra, or any other stretch material.
- Open toed shoes, flip-flops or shoes or boots with high heels.
- Boots that have excessive fur, laces, or other distracting items.
- Tight clothing or stretch pants (the student must be able to "pinch an inch" of loose fabric throughout the pants).
- Sweatpants or wind pants.
- Pants that sag below the waist.
- Bandanas.
- Any makeup that has any coloring.
- Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls or jumpers.
- Earrings that are larger or wider than 1 inch, any type of bracelets, and beaded necklaces (one watch is permitted).
- Any chains – wallet chains or chains worn as jewelry.
- Suspenders, either worn properly, down by ones side, or worn as a belt.
- More than one belt or a belt that does not fit in the belt loops.
- Brightly colored tights, leg-warmers, knee-high socks or stockings (no fishnet stockings).
- Non-prescription color contact lenses or non-prescription glasses.
- Any articles of clothing or accessories that have skulls, Playboy bunnies, or that refer to drugs, sex, or death.

- Any article of clothing, accessories, or markings on clothes or skin that could be perceived as gang or crew related.
- Any additional items that the school feels may be distracting to students.
- Fake tattoos. Additionally, students may not have any tattoos exposed while at school or any KIPP function. If they have a tattoo exposed that has a racist, sexist, or bigoted meaning or alludes to drugs, sex, or violence, they will be suspended.

Saturday School Exceptions:

- Sweatpants and wind pants can be worn *only* on Saturdays.
- Shirts do not need to be tucked in on Saturdays.

KIPP DC reserves the right to change or modify the dress code as problems arise during the year.

High School Dress Code

Shirts and Outerwear

- A student must have a KIPP DC uniform polo shirt each day. In cooler weather, students may wear sweaters, vests, and long sleeve oxford shirts that bear the KCP logo. Shirts must be of appropriate fit (not too tight) and must provide appropriate coverage. If a student wears an inappropriately sized top, s/he will be required to change. The uniform shirt must be worn at all times, excluding Saturday School.
- Oxford shirts must be worn professionally, buttoned up to the second to top button at all times while on campus.
- Students have the option of purchasing sweaters, sweater vests, and cardigans. These items are to be worn over a white oxford shirt. Logoed oxford shirts can be purchased in the main office.
- Solid white long sleeve t – shirts may be worn under KCP shirts. No other colors may be visible under students KCP shirts.
- Coats, non school sweatshirts, or any other outerwear, are not permitted to be worn during school hours or taken anywhere in the building at any time and must be left in the locker all day.
- All KIPP DC shirts must be fully tucked in for both male and female students (fully tucked in means the belt or the waist-band is visible).

Students may NOT wear

- Hooded shirts or sweatshirts under their KCP shirts.
- Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls or jumpers.
- Cut, torn, colored in, drawn on, or otherwise altered uniform shirts.

Pants

- Only tan and khaki, navy or gray pants, shorts, and the uniform skirts are permitted. Pants may not have any extra pockets and no cuffs.
- Belts must be worn if there are belt loops on the student's pants, shorts, or skirts.
- Pants must be worn at waist level. Sagging is not permitted at College Preparatory. All pants, skirts and shorts must be an appropriate size and fit.

Students may NOT wear

- Pants may with tears or holes.
- Pants, shorts or skirts that are not tan/khaki, navy, or gray.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts, or undershirts that have patterns, lace, polka dots, stripes, holes, or words.

- Pants that are made of spandex, Lycra, or any other stretch material.
- Sweatpants or wind pants.
- Brightly colored tights, leg-warmers, knee-high socks or stockings (no fishnet stockings).
- Tight clothing or stretch pants (the student must be able to “pinch an inch” of loose fabric throughout the pants).
- Jeans/denim of any color except with a jeans pass.
- Rolled up, cut, torn, colored in, drawn on, or otherwise altered uniform pants.

Shoes

- Students need to wear dark solid black closed toe shoes, preferably sneakers or tennis shoes. Shoes must be tied at all times.
- Shoes must be laces up, with the tongue inside, and tied securely.
- High heels, knee high boots, and open toed shoes (sandals, flip flops, etc.) may not be worn at KCP.
- Boots that have excessive fur, laces, or other distracting items may not be worn at KCP.

PE Attire

- Students must wear KCP gym t – shirts and athletic shorts for physical education classes. Students may purchase the uniform from the main office. Students may not cut off or alter the PE attire in any way.
- No short – shorts, jeans, jean shorts, cut offs, lycra or spandex are allowed for PE.
- Students must wear sneakers for PE.
- Students MUST change into and out of the gym uniform in their assigned locker rooms.
- Students may NOT wear PE uniforms to a class other than physical education.

Jewelry and make up

- Earrings may not be oversized or distracting to the eye.
- Sunglasses and non prescription glasses may not be worn as an eye accessory.
- All necklaces must be tucked inside the shirt at all times throughout the day.

Students may NOT wear

- Heavy or exaggerated makeup. Those wearing excessive makeup will be made to remove it. Makeup, perfume, lotion, or other cosmetics are not to be applied anywhere but in bathrooms.
- Unusual non-prescription color contact lenses or non-prescription glasses.
- Distracting or oversized bracelets and wrist wear.
- Any chains – wallet chains or chains worn as jewelry.
- Suspenders, either worn properly, down by ones side, or worn as a belt.
- More than one belt or a belt that does not fit in the belt loops.

Head Covering

- No hats or other head coverings are permitted, including scarves, headbands, and bandanas are permitted in the building. They must be removed before entering.
- Those who need religious exceptions should notify the school at the beginning of the year.

Distracting Clothing

Students may not wear the following;

- Any articles of clothing or accessories that have skulls, Playboy bunnies, or that refer to drugs, sex, racist sentiment or death.
- Any article of clothing, accessories, or markings on clothes or skin that could be perceived as gang or crew related.

- Students may not have any tattoos exposed while at school or any KIPP function. If they have a tattoo exposed that has a racist, sexist, or bigoted meaning or alludes to drugs, sex, or violence, they will be suspended and will need to cover the tattoo before returning to school.
- Any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process will not be permitted.
- Any additional items that the school feels may be distracting to students.

Saturday School Exceptions:

Saturday school is community service based. Students may dress appropriately and according to the requirements of their community service activity. The above restrictions apply to Saturday dress.

KIPP DC reserves the right to change or modify the dress code as problems arise during the year.

